

LABOR RELATIONS COMMITTEE

MINUTES

The Labor Relations Committee of the Willmar City Council met on Wednesday, June 10, 2015 at 4:45 p.m. in Conference Room No. 1 at the City Office Building.

Present:	Steve Ahmann	Chair
	Jim Dokken	Member
	Denis Anderson	Member
	Ron Christianson	Member

Others present: Mayor Marv Calvin, Council Member Audrey Nelsen, and Interim City Administrator Kevin Halliday.

Item No. 1 Call to Order

The meeting was called to order by Council Member Ahmann at 4:47 p.m.

Item No. 2 Public Comments

There were no public comments to come before the Committee.

Item No. 3 Appointment of Fire Chief/Marshal (Motion)

Staff informed the Committee that an interview panel of Council appointee Jim Dokken, State Fire Marshall Bruce West, and Interim City Administrator Kevin Halliday interviewed five internal applicants for the position of the Willmar Fire Chief/Marshal. It is staff's recommendation to offer the position to Frank Hanson who is a current Willmar Police Officer. Mr. Hanson has been a volunteer firefighter for 22 years. The applicants driving record and criminal record have been reviewed by the Willmar Police Department with no remarkable findings. A clinical/forensic psychologist review is scheduled, which is a standard practice for department directors.

A motion was made by Council member Anderson, seconded by Council member Dokken and passed that upon passing the clinical/forensic psychologist test that Frank Hanson be offered the position of Willmar Fire Chief/Marshal at the annual salary of \$82,000. The motion carried. Council Member Christianson abstained.

Item No. 4 Resignations/Retirements (For Information Only)

Staff informed the Committee about resignations and retirements within the City of Willmar which include, Troy Ciernia – Civic Center Arena Manager effective June 26, 2015, Calvin Miner – Public Works Operator effective September 8, 2015, and Richard Doll – Public Works Operator effective February 27, 2016.

Staff noted the job duties of the CCA Manager are under review and will only be filled if no changes are recommended by CER Director Steve Brisendine. The first Public Works Operator vacancy will be posted internally immediately.

Item No. 5 Interim City Administrator/City Clerk Treasurer Salary (Motion)

Staff informed the Committee that Mayor Calvin and Kevin Halliday met to discuss both the City Administrator job description and City Administrator establishing Ordinance No. 989 were reviewed. The Committee discussed the compensation.

A motion was made by Council member Anderson, seconded by Council member Christianson and passed that they set \$24,266 (annualized) additional compensation over the City Clerks annual salary. The motion carried.

Item No. 6 Consideration of Comparable City Administrator Job Descriptions
(For Information Only)

Staff was directed to collect a few City Administrator job descriptions of regional cities with City Charters. Job descriptions of the City of Brainerd, City of Bemidji, and City of St. Cloud were included in the agenda. It was the consensus of the Committee to direct staff to share the jobs descriptions with all Council Members and inform the Council Members to review and offer suggestions to the City Clerk no later than noon on Wednesday, June 17th. Staff will compile a list of possible changes and share with the Committee at the Labor Relations/Full Council Meeting scheduled for June 17, 2015.

Item No. 7 Open Forum Protocol (For Information Only)

Chair Ahmann noted the Open Forum Protocol was placed on the future agenda list with intentions to continue discussion of Open Forum rules. Staff was directed to leave the item on the future agenda list.

There being no further business to come before the Committee, they adjourned at 5:47 p.m.

Respectfully submitted,

Kevin Halliday
Interim City Administrator